

**BY ORDER OF THE COMMANDER,
354TH FIGHTER WING (PACAF)**

AFMAN 23-110, VOL 2, PART 2, CHAPTER 20



**354TH FIGHTER WING
Supplement 1
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Supply

**USAF STANDARD BASE SUPPLY SYSTEM –
INVENTORY CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 2, Chapter 20, 1 April 2003, is supplemented as follows:

This supplement implements AFD 23-1, *Requirements and Stockage of Material*. This supplement does not apply to Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

Procedures and Accountability replaces all references to “Inventory or Document Control”.

Procedures and Accountability maintains residual inventory duties. Individual warehouses and storage operations, to include Aircraft Parts Store (APS) Element, conduct all physical counts.

20.5. (Added) Procedures and Accountability prepares parameter requests for all inventories. All initial inventory counts, recounts and recount inputs, to include specials, are processed by Procedures and Accountability. (Also applies to 20.27.1)

20.5.1.1. The daily Due-In From Maintenance reconciliation by the Flight Service Center (FSC) satisfies the inventory of out-of-warehouse investment assets. (Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 24, Paragraph 19.)

20.5.1.1.1.2. Storage and Issue will utilize the unserviceable detail portion of the Repair Cycle Asset Management List (D23) to perform counts of unserviceable assets on R920RW details.

20.5.2.2. No longer required. Iceman Outfitters is contracted to provide Base Service Store and Individual Equipment support.

20.5.3. (Added) Organizational supply point monitors will conduct annual supply point inventories.

20.5.4.4. APS will inventory all deployed kits within 10 working days of return.

20.5.5. (Added) Monthly Inventory.

20.5.5.1. (Added) De-icing fluid. Monthly adjustments to de-icing fluid are accomplished with input by the 5th of the month from Fuels Management Flight. Fuels Management forwards the current balance to Procedures and Accountability, who will process a 1GP and adjust the item record.

20.7.2. Procedures and Accountability establishes an inventory schedule by fiscal year distributing to all affected sections, elements or flights.

20.10.3.1. Procedures and Accountability ensures the M10 (Consolidated Inventory Adjustment Document Register) is filed within 30 days.

20.10.3.3. Procedures and Accountability sends a copy to Distribution Flight (LGRD) for Forced Identity Change (FCH) review and copy 4 to Management and Systems (LGSP) for review of equipment detail requirements.

20.10.4. NOTE: The LRS commander declines the option of reporting total line item losses under \$1,000.

20.11.1. (20.11.1 in PACAF SUP) Use a locally developed transaction history worksheet to document all research actions for inventory adjustments.

20.11.4.4.1. (Added) Controlled Item Code (CIC) 7 item adjustments (gains/losses) valued at \$.01 to \$2,500 require causative research; serves as a deterrent to fraud, waste or abuse and to identify systematic inventory and security problems. Adjustments meeting this requirement are explained in the monthly inventory analysis. DD Form 200, Financial Liability Investigation of Property Loss (Report of Survey) **WILL BE** completed for CIC 7 adjustments (losses) that exceed \$2,500. CIC 7 (gains) over \$2,500 are explained in the monthly inventory analysis. (Refer to DOD 4000.25-2-M, Figure 7.1, Note 16)

20.11.7.4. (20.11.7.4 in PACAF SUP) File locally developed transaction history worksheet as supporting documentation for inventory adjustments appearing on the M10.

20.12.2.1. (20.12.2.1 in PACAF SUP) Locally developed transaction worksheet will be used.

20.12.4.1. (Added) Inventory Discrepancy Research Records, Consolidated Transaction Histories (NGV202 or NGV278) and all other supporting documentation (to include DD Form 1348-1A) are attached/filed with the M10 when required. Consolidated Transaction Histories act as the transaction history worksheet. Procedures and Accountability maintains/files Inventory Discrepancy Research Records for other adjustments for 6 months.

20.14.1. The LRS commander has designated Analysis to maintain charts for monthly inventory adjustments and discrepancies. The LRS commander declines the option to combine trend and monthly charts.

20.14.2.1. Procedures and Accountability submits a monthly inventory analysis to the LRS commander. This analysis accompanies and is filed with the M10. Include, at a minimum, the following information:

20.14.2.1.1. (Added) Synopsis/research statement for each XD2/XF3 adjustment.

20.14.2.1.2. (Added) Synopsis/research statement for each CIC 7 adjustment.

20.14.2.1.3. (Added) Synopsis/research statement for adjustments over \$2,500 that do not meet DD Form 200 requirements.

20.14.2.1.4. (Added) Suspense copy of DD Form 200 (with control number assigned) when required.

20.14.2.1.5. (Added) Any applicable relief documents listed in paragraph 20.12.

20.14.2.2. Analysis performs the semiannual inventory analysis.

20.16.3. (PACAF SUP) The LRS commander elects the option to perform an inventory every 6 months on 3 percent of all weapons on the item record.

20.23.5. The LRS commander elects the option for Procedures and Accountability to maintain an electronic copy of the Cumulative Reject Listing (D818) for management of freeze code "C" (Complete Inventory) and "I" (Special Inventory) rejects.

20.27.1.4. The LRS commander elects the option to have an Inventory Count Listing (R12) produced, no later than the beginning of the next workday, for inventories selected by warehouse location.

20.30. Procedures and Accountability, along with applicable warehouses, accomplish actions in paragraphs 20.30.1. through 20.30.3.

20.31.1.1. (Added) Organizational supply point monitors will utilize the Q13 (Supply Point Listing) to conduct annual supply point inventories. When discrepancies exist, FSC along with Procedures and Accountability will assist in resolution.

20.31.1.3. Once physical counts are made, Procedures and Accountability process initial inventory counts using the 1DL/RCI screen.

20.31.2. Procedures and Accountability processes inventory recount inputs (IRC).

20.33. After all annual inventories are complete, Procedures and Accountability prepares an inventory parameter request using the 365-day DOLI option. Respective warehouses will perform physical counts. Initial and recount inputs are accomplished by Procedures and Accountability.

20.34.1. Procedures and Accountability prepares inventory parameter requests for Non-Airborne Mission Readiness Spares Packages (NAMRSP) under control of tenant organizations. Physical counts are conducted by using organizations. Procedures and Accountability processes inventory count images coordinating recounts and research actions outlined in paragraph 20.11.

20.34.1.3. The LRS commander elects the option to have APS inventory transferred or loaned kits within 10 working days of return or receipt.

20.42.3.1. (Added) Do not process Found on Base (FOB) turn-ins on serialized control (COMSEC/weapons) assets. Contact Procedures and Accountability so appropriate research can be conducted.

20.42.4. (Added) Repair cycle assets, XD/XF, Found on Base are turned in to FSC and processed according to AFMAN 23-110, Volume 2, Part 2, Chapter 14, Paragraph 14.68.3.

20.61.3. (Added) For Equipment Authorization Inventory Data (EAID) assets on the Customer Authorization/Custody Receipt Listing (CA/CRL) or Organizational Visibility List (R15) deemed lost, a DD Form 200, Financial Liability Investigation of Property Loss (Report of Survey), or DD Form 1131, Cash Collection Voucher must be initiated and submitted to Logistics Readiness. A \$500 waiver will not be accepted for items requiring property record adjustment IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22, Paragraph 36 and AFMAN 23-220, Chapter 21.

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Commander